

**Education Cabinet**

**Kentucky Board of Education**

**Department of Education**

**(Amendment)**

**704 KAR 3:490. Teachers' Professional Growth Fund.**

RELATES TO: KRS 156.551, 156.553

STATUTORY AUTHORITY: KRS 156.553, 156.070

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.553 authorizes the Kentucky Board of Education to promulgate an administrative regulation for administration of a Teachers' Professional Growth Fund. This administrative regulation establishes the application and approval process for receipt of funds, the requirements and process for distribution of funds, and the number and kind of approved programs and courses for which applicants may receive funds.

Section 1. Definitions. ~~[Definition]~~ (1) "Coach" means a teacher leader whose primary responsibility is to provide on-going support for one (1) or more teachers, including improving teaching practices by working with teachers in their classrooms, observing and providing feedback to them, modeling appropriate teaching practices, conducting workshops or institutes, establishing learning communities, and gathering appropriate and useful resources.

(2) "Mathematics diagnostic assessment" means an assessment as established in KRS 158.842 (d).

(3) "Mathematics intervention program" means a program established in KRS 158.842 (1) (e).

(4) "Mentor" means an experienced coach who typically works with beginning or novice teachers only.

(5) "Teacher of a core discipline" means a public [middle] school [(grades 5-8)] teacher of mathematics, science, language arts, or social studies in a self-contained or collaborative classroom or in a departmentalized setting, including career and technical [vocational] education teachers, [and] teachers of exceptional children and teachers of children with limited English proficiency.

Section 2. Certification of Approved Professional Development Providers. (1) [~~An approved provider for a core discipline shall meet the professional development needs of middle school teachers of that core discipline.~~]

[(2)] An approved provider may include:

- (a) Teachers or university professors with expertise in the core discipline and the teaching of the core discipline;
- (b) Schools;
- (c) School districts;
- (d) Colleges;
- (e) Universities;
- (f) Educational cooperatives;
- (g) Professional development consortia; or
- (h) Professional organizations.

(2) [(3)] A provider shall submit the following to the Kentucky Department of Education (KDE) for approval:

- 1 (a) A syllabus or outline of the course or professional development program offered by the
- 2 provider, including available dates and times, if possible;
- 3 (b) A description explaining how the course or program meets the requirements as specified in
- 4 KRS 156.553 and in 704 KAR 20:730, Section 3, related to experienced teacher standards;
- 5 (c) The qualifications of the instructor or instructional leader;
- 6 (d) An explanation of how the course or program will improve a teacher's knowledge of content,
- 7 instructional practices and student learning in the core discipline; and
- 8 (e) Itemized costs for the course or program.

9 (3) [(4)] A university or college offering a course as defined by the Education Professional  
10 Standards Board in accordance with KRS 156.553(3) shall not be required to be certified as a  
11 provider in order for the ~~[middle school]~~ teacher to be eligible for tuition reimbursement.

12 Section 3. Criteria for Eligible Activities. The fund may be used by teachers for participation in  
13 approved activities as specified in KRS 156.553(2).

14 Section 4. Funding priorities and processes for 2006 - 2010. (1) Priority for the use of funds  
15 from the Teacher's Professional Growth Fund from June 1, 2006, through the end of the 2009-  
16 2010 school year shall be:

17 (a) to train and support teams of teachers from all school levels to as reading coaches and  
18 mentors (with priority for grades 4-12) in statewide institutes;

19 (b) to train and support teams of teachers from all school levels as mathematics coaches and  
20 mentors in all school levels in statewide institutes referenced in KRS 158.840 and 158.842;

21 (c) for selected teachers to be highly trained in providing diagnostic assessment and intervention  
22 services for students in the primary program struggling with mathematics; and

(d) priorities for any remaining funds annually established by the Kentucky Board of Education consistent with KRS 156.553.

(3) Certification of approved providers shall include the following:

(a) Approved professional development providers for mathematics coaches and mentors and mathematics diagnostic/intervention programs shall be determined by the Committee for Mathematics Achievement and the Center for Mathematics as referenced in KRS 158.840 and KRS 158.842; and

(b) Approved professional development providers for reading coaches and mentors shall be determined by the Kentucky Department of Education based on recommendations from the Collaborative Center for Literacy Development and the Reading Steering Committee under KRS 156.553 (9).

(3) Local school districts, colleges, universities, and other entities may apply for grants to accomplish the purposes outlined in KRS 156.553 (2) and (9).

(4) Criteria for Eligible Activities. The fund may be used by local school districts, colleges, universities, other entities, and selected teachers for participation in approved activities as specified in KRS 156.553 (2) and (9).

~~[Application process. (1) Priority for funding for the 2000-2001 and 2001-2002 school years shall be given to public middle school (grades 5-8) teachers of mathematics. A public middle school core discipline teacher may submit an application which can be downloaded from the Kentucky Department of Education web site.]~~

Section 5. Application process for Teachers Professional Growth Fund activities other than those described in Section 4 (1) (a – c).

(1) ~~[(2)]~~ Fall semester activities shall be completed by December 31, spring semester activities shall be completed by May 31, and summer activities shall be completed by August 15.

(2) ~~[(3)]~~ An application shall include the following:

(a) Proposed coursework from an approved provider, or an approved professional development program;

(b) Certification from the principal that the teacher is employed or will be employed as a middle school teacher with responsibility for teaching in the core discipline, and that the teacher's plan is consistent with the teacher's individual growth plan or the school's consolidated plan;

(c) An explanation of how the proposed activities will improve the teacher's knowledge of the content area, instructional practices and student learning;

(d) A budget not to exceed \$2,500 with an explanation of proposed expenditures; and

(e) The signature of the school district superintendent or designee indicating that necessary human and financial resources to support the application are available, if applicable.

(4) If a teacher applicant requests to access these funds for the purpose of pursuing the continuing education option for rank change established in 704 KAR 20:022, then the teacher shall submit a copy of the letter from the Education Professional Standards Board stating that the teacher has been accepted as a candidate for this program. The acceptance letter shall establish the teacher as the approved professional development provider required under Section 2 of this administrative regulation.

(5) If a teacher's plan involves an unapproved provider, the teacher shall include information required under Section 2(3) of this administrative regulation to be considered for approval.

(6) The application may be submitted for approval to the Department of Education electronically by the teacher or through the district professional development coordinator. A superintendent's approval also may be submitted electronically.

(7) The budget for an individual teacher plan shall not exceed \$2,500 per fiscal year. A region shall be allocated an amount from the fund that is proportional to the number of teachers of middle school in the region. If all funds are not expected to be used by teachers in the region based on the proposed plans submitted by March 30, the funds shall be made available to teachers statewide based on need as demonstrated by student performance. If the requests exceed the funds available, the plans shall be approved based on the date and time of application.

(8) Travel costs shall be reimbursed pursuant to 200 KAR 2:006. A request may include a reasonable stipend per day based on a six (6) hour day. Reimbursements and stipends shall be paid as soon as possible upon receipt by KDE of a final report from the teacher.

Section 5. Reimbursement Process. (1) The final report for fall and spring activities shall be submitted no later than May 31. The final report for summer activities shall be submitted to KDE no later than thirty (30) days after the completion of the activity.

(2) The report shall include the following:

(a) Evidence of accomplishment by the teacher providing:

1. Documentation of successful completion of the course or program certified by the approved provider; or

2. Evidence that a full or partial portfolio has been submitted for scoring to the EPSB if the teacher is a candidate for the continuing education option for rank change;

(b) An evaluation of the course or program; and

- 1 (c) Documentation of expenditures by completing a miscellaneous expense voucher provided by
- 2 the Kentucky Department of Education.